

**U.S. Department of the Interior  
National Park Service**

**CONDITIONS FOR ACCESS TO MUSEUM COLLECTIONS**

1. Access to collections and/or to a secure area by researchers is by appointment. Any limitations imposed on access due to collection conditions, staff availability, and security considerations must be imposed equally on all users, including park staff's personal research. Persons needing to have access are urged to make their requests known to the curator's office as far in advance as possible. At least twenty-four hours advanced notice is required.
2. Prospective visitors should be aware that the park staff is extremely busy at certain times of the year and that authorized staff may not be available to assist them at those times. Accordingly, it is suggested that persons needing access make an appointment and be prepared to discuss alternative times with the staff when they submit their requests.
3. The park's decision to allow access may depend upon the condition of the materials, the availability of space for the requester to work, and appropriate supervisory staff. The park keeps space and staff available for visiting researchers.
4. The park requires registration of all researchers (including those inquiring through the mail, on the phone, or Internet). Registration information needs to include full name, address, telephone number(s), institutional affiliation, research topic and publication plans. This information must be updated yearly to remain valid. A valid picture identification card must be shown at the time of the visit. All materials requested by the user are recorded.
5. All non-staff visitors and all staff visitors who are not designated as authorized staff will be accompanied at all times by authorized staff when in museum collection storage areas, when working in open exhibits, or when working with original museum and archival materials. There are no exceptions.
6. All visitors must sign in and out of museum collection storage area(s) and reference/study rooms on the park's "Visitor Log."
7. Smoking, drinking, and eating are prohibited in collection storage and work spaces and reference/study rooms. Suitcases, briefcases, overcoats, plants, and animals, except guide dogs, are not allowed in collection storage and study areas. All personal belongings must be stored in lockers. Researchers must use pencils/paper or portable computers for taking notes. No scanners are allowed.
8. All visitors must follow park written and verbal instructions for handling objects, specimens, and archival and manuscript materials.
9. The park reserves the right to the following as a condition for granting access to the collections:
  - a. The researcher must agree to abide by any copyrights and state privacy and publicity legislation as well as duplication, publication, and citation policies.
  - b. The park, as a courtesy, requests two copies of completed research papers; publications; CD-ROMs; screen captures of World Wide Web work, derived from work on the collections, or which contain photographs of objects in the collections or copies of documents in the archival collections. Copies of formal reports and other published materials shall be provided at the researcher's expense. Copies of drawings, photographs, and other products of research shall be provided at the researcher's expense, except when doing so constitutes an economic burden, in which case the Superintendent can elect to defray those costs or waive the requirement for the researcher to provide the materials.